



Town of Dumfries  
Council Meeting

Meeting Date:

March 5, 2013

Agenda Item#

V-A

## AGENDA ITEM FORM

**TYPE OF AGENDA ITEM:**

- ☒ CONSENT AGENDA  
☐ PRESENTATION  
☐ ACTION ITEM  
☐ TOWN MANAGER & STAFF COMMENTS  
☐ PUBLIC HEARING  
☐ Duly Advertised

**PURPOSE OF ITEM:**

- ☐ INFORMATION ONLY  
☐ DISCUSSION ONLY  
☒ DISCUSSION AND/OR DECISION  
☐ Introduction ☒ Resolution  
☐ Ordinance ☐ Grant/MOU  
☐ By Motion ☐ Bylaws

**PRESENTER:** Dan Taber

**PRESENTER TITLE:** Town Manager

**AGENDA ITEM:**

Ordinance Adopting the FY13 Mid Year Budget Changes

**BACKGROUND / SUMMARY:**

The FY13 Mid Year Budget Review was completed at the 2-19-13 meeting. This is for the adoption of the changes recommended to be made.

**ATTACHMENTS:**

Ordinance  
Budget Spreadsheet

**REQUESTED ACTION:**

☐ NO ACTION REQUESTED

Adopt the Resolution

**FOR MORE INFORMATION, CONTACT:** Name: Dan Taber

Phone#: 703-221-3400

E-mail: dtaber@dumfriesva.gov

**FOR USE DURING MEETING**

Y N

☐ ☐ Brewer  
☐ ☐ Reynolds  
☐ ☐ Wood

Y N

☐ ☐ Foreman  
☐ ☐ Toney

**VOTE:**

☐ PASSED

☐ NOT PASSED

Y N

☐ ☐ Forrester  
☐ ☐ Washington

**AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON TUESDAY, MARCH 5, 2013, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION DULY MADE BY \_\_\_\_\_, AND SECONDED BY \_\_\_\_\_, THE FOLLOWING ORDINANCE WAS ADOPTED BY THE FOLLOWING VOTE:**

Charles C. Brewer, ;  
Gerald M. Foreman, II, ;  
Kristin W. Forrester, ;  
Helen D. Reynolds, ;  
Willie J. Toney, ;  
Gwen P. Washington, ;  
Derrick R. Wood, ;

**AN ORDINANCE TO AUTHORIZE THE TOWN MANAGER TO REAPPROPRIATE UNENCUMBERED FUNDS BETWEEN DIFFERENT TOWN DEPARTMENTS**

**WHEREAS**, on June 5 2012, the Dumfries Town Council adopted the FY-2013 Budget, effective beginning July 1, 2012 and ending June 30, 2013; and

**WHEREAS**, the Town Manager has completed a mid-year review of the FY-2013 Budget and has determined that adjustments must be made to re-appropriate unencumbered funds between different Town departments; and

**WHEREAS**, Section 6.06 of the Dumfries Town Charter sets forth provisions for amendments to the Town budget after adoption, and specifically subsection (d) of Section 6.06 of the Dumfries Town Charter, states, *inter alia* "upon written request by the manager, the council may by ordinance or resolution transfer part of all of any unencumbered appropriation balance[s] from one department, office or agency to another"; and

**WHEREAS**, the Town Manager is hereby requesting that Council approve re-appropriation of unencumbered funds between different Town departments in accordance with Section 6.06 (d) of the Dumfries Town Charter and the FY-2013 Mid-Year Review Spreadsheet, attached thereto.

**THEREFORE BE IT ORDAINED** by the Council of the Town of Dumfries on this the 5th of March, 2013, that the Town Manager is authorized to re-appropriate unencumbered funds from the FY-2013 budget in accordance with the foregoing.

By Order of Council:

\_\_\_\_\_  
Gerald M. Foreman, Mayor

Attest: \_\_\_\_\_  
Dawn Hobgood, Town Clerk

**Mid-Year Recommended Transfers  
FY 13 Budget**

**Projected Revenue Increases**

<b>Line Item</b>	<b>Description</b>	<b>Amount</b>	<b>Explanation</b>
10-312-0102	Rental Tax	\$20,000	Year to Date Analysis of Funds Collected
10-312-0303	BPOL	\$243,368	Significant One-Time Collection of Back Taxes and Projected New Business Revenues
10-312-1001	Transient Tax	\$33,000	Year to Date Analysis of Funds Collected
10-312-1101	Meals Tax	\$35,000	Year to Date Analysis of Funds Collected
10-314--0101	Court Fines	\$20,000	Year to Date Analysis of Funds Collected
10-324-0407	Litter Control	\$1,036	Actual Revenues Collected
10-324-0419	Cigarette Tax	\$20,000	Year to Date Analysis of Funds Collected
10-324-0422	Wal Mart Grant	\$500	Actual Revenues Collected
10-324-0901	Gen Fund Transfer	\$57,647	Reimbursement for Payments On Bond Project
<b>Total Budget Additions</b>		<b>\$430,551</b>	

**Mid-Year Recommended Transfers  
FY 13 Budget**

**Recommended Expenditure Increases - \$430,551**

<b>Line Item</b>	<b>Description</b>	<b>Amount</b>	
10-412-0101	Salary - Admin Assistant to Town Manager	\$30,000	No Administrative Support Currently Available
10-412-0300	Payroll Taxes	\$2,295	Admin Assistant to Town Manager
10-412-0400	Pension Costs	\$7,320	Admin Assistant to Town Manager
10-412-0401	Benefits	\$5,078	Admin Assistant to Town Manager
10-412-1001	Legal Services	\$10,000	Outside Legal Services
10-412-3000	Office Supplies	\$2,000	Admin Assistant to Town Manager
10-412-5800	Capital Outlay	20,000	Fleet Vehicle Replacement
10-412-6200	Professional Contracts	5,000	Grant Management Software
10-414-5800	IT Capital Outlay	\$2,500	Upgrade/Replace Computer Monitors
10-414-6200	Professional Contracts	\$20,000	Council Chambers Voting Board, etc. Due to actual projected costs
10-415-4002	Lockett House	\$2,000	Install Railings On Exterior Steps
10-415-4006	Town Hall	8,000	Higher Than Expected Costs For Improvements
10-415-4007	Ginn Park	\$86,188	This is a transfer necessary to account for the \$60,000 Singh Parking Franchise monies deposited into the General Fund and expenditures that should have been taken out of the FY 12 budget. This transfer is needed to comply with accounting rules and regulations.
10-431-5800	Capital Outlay - Police	\$40,000	Purchase New Police Car to Replace Older, High Maintenance Fleet Vehicle

10-442-0101	Property Maint. Official	\$20,000	Part-time Ordinance Enforcement
10-442-0102	Zoning Administrator Salary Adjustment	\$5,000	Expanded Job Responsibilities
10-442-0300	Payroll Taxes	\$382	Zoning Administrator
10-442-0300	Payroll Taxes	\$1,530	Part-time Ordinance Enforcement
10-442-0400	Pensions	\$1,220	Zoning Administrator
10-442-6200	Professional Contracts	\$15,000	Phase 1 Comprehensive Plan Review
10-443-0103	Public Works Upgraded Position Salary Change	\$7,500	Upgraded Position in Public Works
10-443-0300	Payroll Taxes	\$574	Upgraded Position in Public Works
10-443-0400	Pensions	\$1,830	Upgraded Position in Public Works
10-443-0500	Training	\$1,000	Obtain Virginia Certifications
10-443-1000	Professional Services	\$57,647	Transfer from General Fund To This Line Item Reference to Reimbursement from Bond for expenditures already made
10-433-1000	Professional Services	\$35,000	Contract Inspections
10-472-0500	Travel and Education	\$800	Grant Administration Course
10-472-7002	Wal Mart Grant	\$5,500	Community Services
10-481-5600	Unbudgeted Non-Departmental	\$37,187	Investment Fund
		\$430,551	